

SUBCONTRACT/SUBAWARD REQUEST FORM

Please provide the information requested below and **attach the following: *Subcontractor's proposal on prime agency forms (including Cover Page, Statement of Work, Budget, Representations and Certifications and Indirect Cost Rate Agreement)***. The completed Request, signed by the Principal Investigator; Dean/Consortium Director/Institute Director/CEO; and Financial Officer; should be forwarded to the Office of Sponsored Programs.

Request to issue:

- Initial Subaward (SA)/Subcontract (SC)
- Amendment to Subaward/Subcontract No. _____

Penn State University's Prime Award is a:

- _____ **Grant – Complete items 1 and 2**
- _____ **Contract – Complete items 1, 2 and 3**

1. General Information

Subawardee/Subcontractor	Prime Sponsor
SA/SC Project Director	Prime Award/Contract Number
SA/SC/Amendment Amount	Prime Cost Ceiling
SA/SC/Amendment Period of Performance	Period of Performance
	Budget/Fund Number
	CFDA Number

Prime Award is awarded under FDP provisions: YES or NO (circle one)

SA/SC Address, Contact Person, Email Address and Telephone & Fax Numbers:

Penn State Project Director, Address, Email Address and Telephone & Fax Numbers

Penn State's Project Title: _____

2. Other Information

- a. Provide any information which you feel will be useful to the person preparing the subaward/subcontract, i.e., specific report due dates, unusual reporting requirements, publications, intellectual property, etc., or any specific requirements you wish to have set forth in the document.

3. Competition or Sole Source Justification (Complete Either Section A or B)

a. Competition

Attach separate sheet which includes the following:

- i. Name and address of each potential subcontractor contacted
- ii. Name and amount proposed by each potential subcontractor responding
- iii. Subcontractor selected
- iv. Reason for selection

- b. **Sole Source Justification:** Provide justification for selection of subcontractor if competitive bids were not solicited.

_____ Joint Proposal, or;
 _____ Sole Source Justification provided on a separate sheet.

By signing below, I certify that I have read the following statements and certify that they are accurate and truthful to the best of my knowledge and belief:

The project or relationship with this Subawardee/Subcontractor (check one) _____ does or does not _____ present a potential for conflict of interest or the appearance of a conflict for investigators so involved have provided a complete disclosure of this matter, as instructed by current University policy and/or Federal regulation.

The Subawardee/Subcontractor's proposed costs have been reviewed and are reasonable for the technical effort proposed.

Funding is available for this subaward/subcontract and is an allowable cost under the terms of the Award.

Principal Investigator

Approved:

Signature Date

Dean(s), Consortium/Institute Director, CEO or Designated Representative

Financial Officer or Designated Representative Date

Title Date